

CITY OF NEWBERG POSITION DESCRIPTION

Class Title:	Librarian I & II	Range:	I-138, II-145
Department:	Library	FLSA Status:	Non-Exempt
Division:	Varies	Date:	November 2016

GENERAL STATEMENT

Performs a variety of routine and complex clerical, technical, administrative, and professional work in the operation of the Library.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Library Director or the Assistant Library Director. Librarian II may supervise Librarian I.

SUPERVISION EXERCISED

May serve as Person-In-Charge in absence of senior staff. Acts in a lead capacity to other Library Assistants and other support staff, part-time, contracted, or temporary personnel and volunteers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Participates on Library management teams.

Promotes interest in Library programs through publicity, program brochures, cooperation with various community groups, and public contacts; speaks before citizens groups, students and other business and civic organizations.

Administers assigned areas of Library operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Selects and catalogs the collection of books, periodicals, audio, visual, newspapers and other items contained in the Library; reviews and keeps abreast of major selection tools; prepares Library purchase orders, reviews books, periodicals and collections which are outdated or not used, and recommends removal and disposition.

Inspects new collection material upon arrival for quality, cultural relevance and accuracy as well as financial control purposes.

Designs, plans, organizes and conducts special programs for the community according to the need of that population; design appropriate promotional materials.

Evaluates programs by collecting, analyzing and extrapolating data/statistics; creates tables and graphs.

Administers, maintains and supervises online and computer resources.

Responsible for content modifications and implementing approved digital enhancements within a web-based content management system. Continually monitor the Library's website in a proactive manner to ensure information is current and accurate; provides technical assistance to staff and patrons.

Provides professional advice on Library issues to supervisors, and makes presentations.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness and conformance with policies and procedures.

Selects and administers various special Library activities throughout the year, such as programs, story times, etc.

Maintains harmony among patrons and team members. Performs or assists support staff in performing duties; addresses errors and complaints.

Assists patrons in the selection of Library materials and reference guidance, checking out materials, computer and mobile device technical support.

Oversees and/or performs inter-Library loans and online reference service.

Prepares a variety of reports and promotional materials; maintains necessary operating records.

Performs a variety of miscellaneous duties such as answering phones, running errands, gathering supplies and making arrangements for use of Library facilities (furniture set-up, etc.)

PERIPHERAL DUTIES

Answers letters of inquiry and talks with patrons; addresses public and civic organizations which will inform the public of Library policies, procedures and the availability of facilities for public use.

Plans and attends community events to promote the Library.

Serves as a member of various City employee committees as assigned.

Assists staff in the performance of their duties as required.

TEAM SPECIFIC ESSENTIAL DUTIES AND RESPONSIBILITIES

Latino Services:

Promotes interest in Library programs among the Spanish speaking community through publicity, program brochures, cooperation with various community groups, and public contacts.

Selects and catalogs the Spanish collection of books, periodicals, pictures, audio, visual, newspapers and other items contained in the Library;

Conducts research to keep current on the latest trends of the Spanish speaking community to develop the Spanish collection.

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Designs, plans, organizes and conducts special programs for the Spanish speaking community according to the need of that population; design culturally appropriate promotional materials in Spanish.

Accurately translate and/or proofread general and technical documents for the Library and other City departments.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

Education and Experience:

Librarian I - Graduation from a college or university with a Bachelor's degree in and one (1) year of experience in public library operations.

Librarian II - Graduation from a college or university with a Master's degree in Library Science, and two (2) years of experience in public library operations.

Any equivalent combination of education and experience which enables the employee to meet the essential job requirements may be considered.

Bi-lingual in English and Spanish is preferred.

Special Requirements:

Possession of, or ability to obtain by date of hire, a valid state driver's license.

Must successfully pass a criminal history background check. Must be able to pass the department's security clearance standards for unescorted access to certain City facilities, including review of driving record.

Latino Services - Advanced skills in Spanish language proficiency, which includes the ability to speak, write and read with structural accuracy and using proper vocabulary to participate in formal and informal conversations.

Knowledge, Skills & Abilities:

- Thorough knowledge of Library collection classification and selection tools and techniques.
- Considerable knowledge of the principles and practices of modern library systems and programs.
- Working knowledge of equipment and facilities required in a comprehensive library system.
- Working knowledge of literature and library resources.
- Working knowledge of the principles and practices of office management, work organization and supervision.
- Demonstrated knowledge of, and competency with: computers, file management, basic troubleshooting, Gmail, Google docs, Microsoft Office programs, internet and database

searching, and online library catalog software. Comfort with technology and frequent changes/updates in hardware/software.

- Skill in using word processing, spreadsheet, data base, desk-top publishing and website management software.
- Skilled in conflict resolution, time management and organizational ability.
- Ability to demonstrate leadership characteristics including initiative, innovative and visionary thinking.
- Ability to work in a team environment, as well as working independently being self-directed and able to effectively multi-task and complete assignments in a timely manner.
- Ability to communicate effectively, verbally and in writing. Bilingual ability preferred.
- Ability to establish and maintain positive and cooperative working relationships with patrons, City staff, other agencies, and the general public.
- Ability to accurately classify and catalog library materials.
- Ability to analyze and utilize a variety of reports and records.

TOOLS AND EQUIPMENT USED

Library computer system; personal computer and peripheral equipment, electronic reference resources; various types of audio/visual equipment, standard library and office equipment, communication devices and a City vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be made to meet the needs of qualified individuals with limitations who can perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is generally moderate with occasional loud outbursts.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revision History: September 2009, July 2006, August 2002, July 2015